

**Actions to be taken which apply to all schools planning for reopening.**

Persons at risk	All				
Hazard - What can cause harm	Is this risk applicable? Yes / No	Required control measures	Control measure options to minimise risk	List actual control measures implemented	All control measures complete? Yes / No
<b>Fire</b> – Insufficient fire marshals – unable to ensure building has been cleared in an emergency	Yes	Ensure there are sufficient fire marshals to operate the school safely.		Existing control measures and policies still in place	Yes
<b>Fire</b> – Staff and pupils not knowing what to do in an emergency	Yes	Conduct a fire drill soon after re-occupation.		Staff told to ignore one way system and temporary 'no entry signs' in the event of an evacuation (or building lockdown). Bubbles advised to walk the evacuation route to ensure familiarity.	Yes
<b>First Aid</b> - Insufficient number of 1 <sup>st</sup> aiders - Unable to provide 1 <sup>st</sup> aid to staff	Yes	Check the school has sufficient number of 1 <sup>st</sup> aid trained staff to operate safely.		School has sufficient first aiders. Each year group has one first aid kit	Yes
<b>School building health and safety assessment</b> - Has the school completed an assessment of the premises fabric, layout, mechanical / electrical systems and other features?	Yes	Refer to 'Schools building health & safety assessment' tab.		Existing control measures and policies still in place	Yes
Has a completed copy of the UK Government's poster been posted in the building so that staff, pupils and visitors can see it?	Yes	<a href="#">UK Govt. poster</a>		Sufficient posters and information on display around the school	Yes
Potential contamination arising from increased numbers of staff working onsite during the preparation for the phased reopening of school	Yes	Ensure pupils, parents/carers and visitors, such as suppliers, do not to enter the school if they are displaying any symptoms of coronavirus (following the <a href="#">COVID-19: guidance for households with possible coronavirus infection</a> )		Information has been shared with staff and parents/carers through bulletins and updates. Posters reinforce message.	Yes
		Adapt offices to enable social distancing for returning teaching, admin and support staff where possible. Stagger use of staff rooms and offices		Some admin staff working at home so that social distancing in main office can be maintained and no hot desking. SLT working in other rooms or remotely at times. Teachers encouraged to do PPA in own bubble classrooms or at home. Additional staffroom set up. Staff encouraged to bring own flask for hot drinks. Staff no longer required to check drawers / day book in staff room (Notice board instead - near front entrance)	Yes
		Consider parking arrangements for staff in line with social distancing guidelines		Staff aware of staggering arrival / leaving times	Yes
		Revise staff sign-in arrangements to ensure social distancing and hygiene, e.g. where someone physically signs-in with the same pen or uses a tablet in Reception areas.		Staff bring in own pen to sign in/out. Hand gel available. Sign in book moved to foyer where there is more space. Visitors signed in by office staff. Pupils signed in /out by office staff	Yes
		Complete staffing risk assessment tab for each returning member of staff.		Surveys completed for returning (and non-returning) staff.	Yes
			Ensure HT and SLT are up-to-date with the ongoing updated scientific advice for the phased return to school guidance for schools and helping control the rate of transmission. Provide regular updates for governors. <a href="#">See government guidance.</a>	Guidance being considered. Regular updates sent to governors	Yes
			Where a pupil lives in a household with someone who is extremely clinically vulnerable, as set out in the <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</a> , ensure staff, parents and carers and the pupil(s) themselves know that they can only attend school if strict social distancing can be adhered to (this may not be the case for younger pupils). Decide on the most suitable course of action for individual pupils.	Information has been shared with staff and parents/carers through bulletins and updates.	Yes

Increased risk of introducing contamination from pupils and staff returning to school in greater numbers during phased reopening period.	Yes		Ensure pupils follow NHS guidance on hand cleaning. Pupils should be supervised for regular handwashing for 20 seconds with soap and water at the following times: 1. Arrival to school 2. Before & after breaktime 3. Before & after lunchtime 4. Before and after outdoor games or activities 5. After using the toilet 6. After coughing/sneezing	Staff informed and reminded. Posters up.	Yes
			Reinforce routines of using a tissue or elbow to cough or sneeze and use of bins for tissue waste	Staff remind children - on-going	Yes
			Remind pupils regularly not to touch their face with their hands. When they do so encourage them to wash hands immediately.	Staff informed and reminded	Yes
			Communicate hygiene measures recommended after school and pupil's need for clean clothes each day.	Government guidance is currently for regular washing - not necessarily each day. Info shared with parents	Yes
			Review existing risk assessments for general classroom activities, playground activities and play equipment to reflect need for 2m social distancing and hygiene	Play equipment taped off. Bubble rules in place. Limited equipment available for children to use. Cleaning of some. Social distance games shared.	Yes
			Limit class sizes to allow for 2m social distancing rule	All classes are large and can accommodate 15 children.	Yes
			Plan for staggered assembly, breaktime and lunchtimes. Also plan for staggering movement times around the school so groups do not come into contact	No indoor assemblies; breaks and lunchtimes staggered and/or different areas used. One way system to help ensure groups do not come into contact	Yes
			Toilet arrangements in line with guidance for each class	Different toilets assigned to different classes (EYFS) or Year groups (Year 1 and 6) or Rainbow Class (mostly Y2-5) Staggered use per bubble where possible	Yes
			Remove unnecessary items from classrooms where there is space to store it elsewhere	Done	Yes
			Remove soft furnishings and toys/equipment that is hard to clean	Done	Yes
			Limits for numbers of staff in staffroom and offices. Staff to lunch separately	See above. Staff encouraged to eat in own bubbles or in outside areas. Additional staff room area set up.	Yes
			Organise classrooms and other learning environments maintaining space between seats and desks where possible. Arrange one-way systems and access via external doors where possible.	Desks rearranged; One way systems in place; External doors used wherever possible including Y6, YR, and Y1. Rainbow Classes use staircase	Yes
			Plan to use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity	Planned for.	Yes
			Ensure good ventilation	Additional door stops made available. Staff informed of need for windows/doors open	Yes
			Ensure sufficient and proportionate handwashing supplies and cleaning materials are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments	Sufficient hand gel available throughout school including dispensers outside, near photocopiers etc	Yes
			Thorough cleaning of rooms at the end of each day	Rooms cleaned throughout day. Each classroom has basic cleaning kit. Communal areas cleaned more	Yes
Risk of transmission between parents and pupils during school drop-off and collection times			Review and revise drop off and pick up protocols as necessary to minimise social contact during school drop-off and collection times	Staggered times; Different entrances; one way system; SLT to 'police'	Yes
Risk of ongoing contamination from people (staff, parents/carers, contractors and/or deliveries) coming into school			Follow Government guidance <a href="#">implementing protective measures in education and childcare settings</a>	Document reviewed by SLT and disseminated as appropriate	Yes
			Consider existing Reception (Foyer) layout and whether it is compliant with social distancing guidance e.g. lack of screens, barriers etc.	Signing in book now at separate table; tape and signs to stop people approaching front desk; signs to limit numbers coming in; drop off box outside foyer area.	Yes
			Consider procedures for handwashing when visitors/contractors are in the building	Handgel available in foyer on arrival. Posters up	Yes
			Ensure contractors, school meal providers, milk providers and fruit providers can fulfil all risk assessment requirements	School continue to liaise with contractors etc. No fruit this term. Milk delayed.	Yes
			Contractors aware of any changes to school day – eg staggered lunchtimes	Discussed with contractors as appropriate	Yes

		Minimise any visitors to the school and clear messages shared about social distancing procedures for adults		Parents informed. Posters up. 'Drop off' box outside of foyer.	Yes
		Parents and carers bringing or collecting pupils during the day phone ahead and arrange to drop/collect safely and not enter the site if possible		Parents informed. Posters up.	Yes
		Strict handwashing procedures in place as soon as pupils/staff arrive in school		Staff informed and reminded	Yes